

Los Alamos

NATIONAL LABORATORY

memorandum

Computing, Information, Communications

CIC-12 -- Scientific Software Engineering Group

To/MS: /

From/MS:

e-mail:

Phone/FAX:

/ 665-5402

Date:

Request for Customer Feedback

Employee:

Project:

The CIC-12 software engineer listed above worked with your or under your supervision during FY2000 under a form-B funding agreement. I'd like to thank you for your business and request feedback on our performance. We will use this data to generate key metrics to drive our business practices, as feedback to our employees, and as input to the performance management process. Please complete and return this memo in the "in confidence" envelope (provided) by June 30. Comments are particularly useful for ratings other than 3 (Meets basic standards). Please provide these on the back of this sheet, by attachment, or via e-mail. Thank you very much for this valuable feedback.

Ratings: Add + or – if appropriate to number ratings

- 5 - Achieves results well in excess of basic standards in all aspects of employee's work
- 4 - Performs at above basic standards for position held
- 3 - Meets the basic standards for position held
- 2 - Needs to improve performance to meet basic standards for position held
- 1 - Does not perform in accordance with requirements for position held

N/A - Not Applicable

N/O - Not Observed

Rating	
	Quality of work: Accuracy, thoroughness and usefulness of results.
	Quantity of work: Amount of acceptable work performed.
	Initiative: Exhibits self reliance and independently initiates tasks for which there is a perceived need without having to be instructed to do so.
	Timeliness: Completes assignments on or ahead of schedule.
	Technical Proficiency: Knowledge and skill in functional field, as related to current position.
	Problem Solving: Uses resourcefulness, imagination, and ingenuity in identifying and evaluating alternative solutions; selects most appropriate course of action and obtains useful results.
	Working with others: Establishes and maintains productive working relationships with other; team player
	Attitude: Through performance, employee demonstrates positive attitude toward the group and tasks involved.
	Learning: Ability to grasp and maintain policies and instructions and, if applicable, new concepts and technical material.
	Adaptability: Adjusts to changing job requirements or unusually heavy pressures.
	Consistency of Performance: Exhibits overall dependability and reliability.
	Communications: Relevance and clarity of written and oral expression, and effectiveness in interchanging ideas and information with others.
	Compliance: Takes initiative to maintain a safe working environment and provide proper protection for the environment. Is familiar with and follows Laboratory and DOE security policies and regulations to protect system data. Accepts responsibility for the proper use, control, and protection of government property.

☐

Please contact me personally for further input.

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Hold my (written) comments held in confidence; i.e., not shared with the employee.